
 <p>Laptop Training Lab 2009 Grant Guidelines</p>	<h1>GRANTS</h1>  <p>This grant cycle is supported with Library Services and Technology Act funding provided by the federal Institute of Museum and Library Services.</p>
---	---

CONTENTS

- A. Purpose of the Grants
- B. Application Process
- C. Project Timeline
- D. Awards
- E. Criteria
- F. Submission/Contact Information
- G. Review and Award Process
- H. Washington State Library Contacts

A. Purpose of the Grants

The purpose of the grant cycle is to provide placement of laptop training labs in four qualifying public library systems in Washington State. The training labs may be used to support a variety of trainings and services of the library including providing support for people in hard times who need access to employment-related information, resources, services and training.

Granted equipment will include ten laptops, a data projector, software, storage cases and wireless broadband routers. See section D, Awards, on page 2 for more specific information on the equipment to be granted.

Award of grants will include emphasis on geographic disbursement across the state and the library's ability to use and maintain the equipment.

This grant cycle is funded with Library Services and Technology Act (LSTA) funds and includes computers providing access to the Internet. All qualifying public library systems in Washington State providing certification of compliance with the Children's Internet Protection Act (CIPA) may apply. Public libraries are those libraries that have been created under authority of the Revised Code of Washington (RCW) Chapter 27.12.

B. Application Process

To apply for a grant:

1. Review the criteria to determine if you qualify to apply. Because of limited amount of funding, only one application per library organization (system) will be accepted. If multiple applications are received, the application first received will be selected for review.
2. Complete the application form; answer **all** questions.
3. Mail or deliver the application form as specified in Section F, Submission/Contact Information.

C. Project Timeline

- **October 5, 2009** — Tentative date for grant cycle opening
- **November 20, 2009** — Deadline for applications; applications postmarked or delivered *after* this date will not be accepted
- **January 11, 2010** — Anticipated date for grant awards
- **January 12 – February 26, 2010** — Contract development
- **March 1 – July 30, 2010** — Project period; equipment delivered to subgrantee
- **August 31, 2010** — Last day to submit final narrative report

D. Awards

Grant awards will consist of a single laptop lab purchased by the Washington State Library (WSL). Four such labs will be available for award. Each will consist of:

- 10 – HP EliteBook 6930p Notebook PC - 14.1" Display; Intel® Core™2 Duo Processor P8700; 250GB Hard Drive; 2 GB RAM; DVD+/-RW Drive; Wireless LAN - 802.11 b/g/draft n; Bluetooth® Wireless Technology; 6 cell Lithium-Ion Battery; Windows Vista® Business with downgrade to Windows XP Pro (Qualifies for Windows 7 Upgrade); Microsoft Office Pro Plus 2007; Symantec Endpoint Protection (v.11)
- 1 – NEC NP41 Data Projector
- 2 – Hard Rolling Computer Cases sufficient to house the granted equipment
- 2 – Linksys Wireless-N Broadband Router (Model: WRT160N)

It is the responsibility of participating library systems to install and maintain the computer hardware.

E. Criteria

Each library must meet the following criteria to be eligible to apply:

1. Certified compliance with the Children's Internet Protection Act (CIPA);
2. Ability and commitment to maintain the equipment associated with the granted labs in functioning condition;
3. Ability and commitment to use the granted equipment in training their patrons and staff;
4. Ability and commitment to provide a suitable venue (including high-speed Internet access) for the use of the granted equipment in any Washington State Library sponsored trainings.

Emphasis will be placed on the geographic disbursement of awarded laptop labs across Washington State.

F. Submission/Contact Information

Applications to WSL must be **postmarked by Friday, November 20, 2009**, or **hand delivered by 4 p.m., Friday, November 20, 2009**. Faxed applications are **NOT** acceptable for this funding request.

A complete application consists of 3 components:

1. A single-sided application with original signatures, clearly identified as the original;
2. A paper copy of the full original application; **and**
3. An electronic copy in Word or rich text format (on a 3.5 inch floppy disk, CD, or DVD); or sent as an email attachment to ayarbrough@secstate.wa.gov.

All 3 application components are to include:

1. Completed cover sheets containing signature blocks (signatures not needed on electronic copy of the application)
2. Completed criteria sheet
3. Answers to all narrative questions
4. CIPA Certification form

Submit applications to the address below:

By Mail

*Grants Program
Washington State Library
PO Box 42460
Olympia, WA 98504-2460*

By Hand or Delivered

*Grants Program
Washington State Library
6880 Capitol Blvd. S
Tumwater, WA 98501-5513*

G. Review and Award Process

A review committee selected by WSL will review the applications for eligibility. The review committee will forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. WSL may contact the applicant for clarification of information.

After award of equipment, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards.

H. Washington State Library Contacts:

- Gary Bortel, Project Manager, Washington State Library, 360-570-5588, gbortel@secstate.wa.gov
- Jeff Martin, Grants Program, Washington State Library, 360-704-5248, jmartin@secstate.wa.gov
- Anne Yarbrough, Grants Program, Washington State Library, 360-704-5246, ayarbrough@secstate.wa.gov